

POSITION DESCRIPTION: VICE CHAIR

- Assists the chair in all of the chair's duties as necessary.
- Serves in the chair's absence and assumes all associated authority and duties, per the ICCW bylaws.
- Ensures each exiting officer and subcommittee chair transmits a summary of key points for each successor, as well as a list of items in progress, items to follow-up on, and useful electronic files.
- Ensures newly elected officers and subcommittee chairs receive the necessary files, described above, from their predecessors.
- Writes, or solicits a qualified volunteer to write, a committee update after each meeting of the committee of the whole. This committee update is to be distributed by e-mail to the committee of the whole with the intent that each member distributes the update to her/his agency and director within a week of the meeting. A quarterly "highlights" ICCW newsletter is to be composed and distributed specifically to agency directors.
- At end of term, assists incoming vice chair with the transition.
- Attends monthly planning subcommittee meetings and monthly meetings of the committee of the whole.